DEPARTMENT OF DEFENSE CONTRACT SECURITY CLASSIFICATION SPECIFICATION

(The requirements of the DoD Industrial Security Manual apply

1. CLEARANCE AND SAFEGUARDING

FACILITY CLEARANCE REQUIRED

TOP SECRET

to all security aspects of thi	is effor	t.)	•	•		b. LEVEL OF	SAFEGUARDING REQUIRE SECRET	ED .		
2. THIS SPECIFICATION IS FOR: (X and complete a	s applic	able)		3. TI	HIS S	PECIFICATION IS	: (X and complete as ap	olicablet		
a. PRIME CONTRACT NUMBER								DATE (YY)	YMME	ומכ
				×	a. O	RIGINAL (Complete	e date in all cases)	1	2 04 20	
b. SUBCONTRACT NUMBER		_				EVISED Supersedes all	REVISION NO.	DATE (YYY		
COLICITATION OF CTUES WILLIAMS						revious specs)	}			
× c. SOLICITATION OR OTHER NUMBER DUE D	DATE (Y	YYYM	MDD)		c. FI	NAL (Complete Ite	m 5 in all cases)	DATE (YYY	YMMD	וסס
4. IS THIS A FOLLOW-ON CONTRACT?	YES		Z NC). If Ye	S COR	plete the following	· · · · · · · · · · · · · · · · · · ·			
Classified material received or generated under	j -	<u></u>	<u>~</u>				nber) is transferred to this	tollow-on on		
5. IS THIS A FINAL DD FORM 254?	YES		X NC). If Ye		plete the following			ntract.	
In response to the contractor's request							orized for the period of			
6. CONTRACTOR (Include Commercial and Governme	nt Fatit	_								
a. NAME, ADDRESS, AND ZIP CODE	int Entity	LAC		OE COD)E C	COGNIZANT SEC	CUDITY OFFICE (4)			
TBD			1	BD	. .		CURITY OFFICE (Name, Ac	ddress, and Zi	p Code	9)
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7. SUBCONTRACTOR			<u></u>							
a. NAME, ADDRESS, AND ZIP CODE			I b CAC	SE COD	· I -	COCHITANT				
			D. CAC	SE COL	/E C.	COGNIZANT SEC	CURITY OFFICE (Name, Ac	dress, and Zi	p Code	9)
N/A			۱ ۱	N/A		N/A				
			•	***		14/71				
					1					
8. ACTUAL PERFORMANCE			<u> </u>					·		
a. LOCATION			h CAG	E COD	E Ta	COGNIZANT CEC	HDITY OFFICE III			
TBD			l	BD	٠ ا د.	TBD	URITY OFFICE (Name, Ad	ldress, and Zij	p Code,)
			*	שט	-	IBD				
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9. GENERAL IDENTIFICATION OF THIS PROCURE	MENT		<u></u>							
TO PROVIDE PROGRAM, LOGISTICS M THE SENIOR YEAR PROGRAM	IANA	GEM	ENT,	AND	DIR	ECTORATE O	FFICE SUPPORT/S	EDVICES	EOD	
THE SENIOR YEAR PROGRAM							0011 0K1/5	EK VICES	rok	
10. CONTRACTOR WILL REQUIRE ACCESS TO:	YES	NO	11. IN	PERFO	DRMIN	IG THIS CONTR	ACT, THE CONTRACTO	20 14111	11	
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION	X	\sqcap	a. HA	VE ACC	ESS TO	CLASSIFIED INFORM	ATION ONLY AT ANOTHER	JR WILL:	YES	NO
b. RESTRICTED DATA	X		b. RE	CEIVE CI	LASSIFI	ED DOCUMENTS ON	Y ACTIVITY		1-1	X
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION		X				ERATE CLASSIFIED N			101	X
d. FORMERLY RESTRICTED DATA	X					FY, OR STORE CLASS			X	_
e. INTELLIGENCE INFORMATION	i.	16	e. PEF	RFORM S	SERVICE	SONLY			+~	
(1) Sensitive Compartmented Information (SCI)	X		f. HAY	VE ACCE	SS TO	U.S. CLASSIFIED INF	ORMATION OUTSIDE THE U.S TRUST TERRITORIES	3.,	+~+	X
(2) Non-SCI	X		g. BE	AUTHOR	IZED TO	USE THE SERVICES	OF DEFENSE TECHNICAL INF DISTRIBUTION CENTER	ORMATION		
1. SPECIAL ACCESS INFORMATION		X	h. REC	QUIRE A	COMS	C ACCOUNT	SIGNIBUTION CENTER		12	
g. NATO INFORMATION		X	i. HA	VE TEM	PEST RE	QUIREMENTS			+~+	X
h. FOREIGN GOVERNMENT INFORMATION	X	[]	j. HA	VE OPER	RATION	S SECURITY (OPSEC)	REQUIREMENTS		X	쒸
LIMITED DISSEMINATION INFORMATION		X	k. BE	AUTHOR	RIZED T	O USE THE DEFENSE	COURIER SERVICE		121	
FOR OFFICIAL USE ONLY INFORMATION k. OTHER (Specify)	X			HER (S					1	X
SCI AUTH: 26 OF 26	x									
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DD FORM 254, DEC 1999	ليا									- 1
Jim 257, DEC 1333	PREV	10US	EDITIC	N IS	OBSO	ETE.				

12. PUBLIC RELEASE. Any information (classified or a	unclassified) pertaining to this contract shall not be released for public dissemination except as provided
·	en approved for public release by appropriate U.S. Government authority. Proposed public releases shall
be submitted for approval prior to release	Direct X Through (Specify)
WR-ALC/LRCO WR-AI	LC/PA PUBLIC RELEASE OF SCI IS NOT AUTHORIZED
	AGE RD, STE 106 NS AFB GA 31098-1662
to the Directorate for Freedom of Information and Se *In the case of non-DoD User Agencies, requests for	ecurity Review, Office of the Assistant Secretary of Defense (Public Affairs)* for review. r disclosure shall be submitted to that agency.
this guidance or if any other contributing factor indi recommended changes; to challenge the guidance or and to submit any questions for interpretation of this	on guidance needed for this classified effort is identified below. If any difficulty is encountered in applying icates a need for changes in this guidance, the contractor is authorized and encouraged to provide in the classification assigned to any information or material furnished or generated under this contract; is guidance to the official identified below. Pending final decision, the information involved shall be ication assigned or recommended. Ifill in as appropriate for the classified effort. Attach, or forward
separate correspondence, any documents/guides/ext	tracts referenced herein. Add additional pages as needed to provide complete guidance.)
USAF Program Office/Representative	USAF Servicing Security Activity
Michael Dans	O Welnycon. Harri
MICHAEL HARNAGE	MELVESE M. HARRIS
Security Specialist WR-ALC/LR (Security)	Industrial Security Specialist 78 SFS/SFAC
750 3rd Street	250 Peacekeeper Way
Robins AFB GA 31098-2122 (478) 926-8216	Robins AFB GA 31098 (478) 926-2973
Email: michael.harnage@robins.af.mil	Email: melvese.harris@robins.af.mil
SEE ATTACHMENT	
SEE ATTACHMENT	
PREPARED BY	
CAROL L. RASCHKE	
SECURITY SPECIALIST	
WR-ALC/LR (SECURITY) 750 3RD STREET	
ROBINS AFB GA 31098-2122	
(478)926-8217 Email: carol.raschke@robins.af.mil	
	equirements, in addition to ISM requirements, are established for this contract. X Yes No
(If Yes, identify the pertinent contractual clauses in t	the contract document itself, or provide an appropriate statement which identifies the additional or the cognizant security office. Use Item 13 if additional space is needed.)
SEE ATTACHMENT	
15. INSPECTIONS. Elements of this contract are outs	side the inspection responsibility of the cognizant security office.
(If Yes, explain and identify specific areas or elemen	nts carved out and the activity responsible for inspections. Use Item 13 if additional space is needed.)
SEE ATTACHMENT	
16. CERTIFICATION AND SIGNATURE. Security re information to be released or generated under the security recommendation of th	equirements stated herein are complete and adequate for safeguarding the classified this classified this classified. All questions shall be referred to the official named below.
8. TYPED NAME OF CERTIFYING OFFICIAL	b. TITLE c. TELEPHONE (Include Area Code)
TIMOTHY J. STRONG	CONTRACTING OFFICER (478)926-8371
d. ADDRESS (Include Zip Code) WR-ALC/LRKB	17. REQUIRED DISTRIBUTION
750 3RD STREET	a. CONTRACTOR
ROBINS AFB GA 31098-2122	b. SUBCONTRACTOR c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR
e. SIGNATURE	d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION
	ADMINISTRATIVE CONTRACTING OFFICER
DD FORM 254 (BACK), DEC 1999	X 1. OTHERS AS NECESSARY WEALCHUN + 785F5 5FAC
201 OHH 204 (DACK), DEC 1999	17 myo2

SOLICITATION #: F09603-03-R-00101 CONTRACT EXPIRATION DATE: 2007 09 30

- REF ITEM 10a: COMSEC material/information may not be released to DoD contractors without Air Force Cryptological Support Center (AFCSC) approval. Contractor must forward requests for COMSEC material/information to the COMSEC Officer through the program office. The contractor is governed by the DoD 5220.22-S COMSEC Supplement to the NISPOM in the control and protection of COMSEC material/information. Access to COMSEC material by personnel is restricted to US citizens holding final US government clearances. Such information is not releasable to personnel holding only reciprocal clearances.
- REF ITEM 10e(1): Contractor will require access to AFPD 14-3, AFI 14-303, DOD 5105.21-M-1, and DoD 5220.22-M. See attached "Release of Sensitive Compartmented Information (SCI) Intelligence Information to U.S. Contractors" for additional security requirements.
- REF ITEM 10e(2): Contractor will require access to and comply with AFI 14-303 and AFMC Supplement 1. Release of intelligence data does not create an unfair competitive advantage for the contractor nor a conflict of interest with the contractor's obligation to protect the information.
- **REF ITEM 10j:** For Official Use Only (FOUO) Information provided under this contract shall be safeguarded as specified in DoD 5400.7-R, DoD Freedom of Information Act Program, Chapter 4, September 1998.
- REF ITEM 11c: The contractor requires access to classified source data up to and including TOP SECRET SCI in support of the work effort. Any extracts or use of such data requires the contractor to apply derivative classifications and marking consistent with the source documents. The use of "Multiple Sources" in identifying the source of derivative information necessitates compliance with the NISPOM, paragraph 4-208 a., and the use of a bibliography.
- **REF ITEM 11d:** The contractor will be required to provide adequate storage for classified collateral material to the level of SECRET which exceeds two cubic feet.
- **REF ITEM 11f:** Additional operating locations to be determined.
- **REF ITEM 11h:** Reference Item 10a.
- REF ITEM 11j: Contractor will require access to AFPD 10-11, Operations Security, AFI 10-1101, Operations Security, and DoD 5205.2, DoD Operations Security Program.
- REF ITEM 11k: This contract requires the use of the Defense Courier Service (DCS). Request DCS services from:

HQ Defense Courier Service 830 Chisholm Avenue Ft Meade MD 20755-5307

- REF ITEM 13: See attached authorization "Access to SENIOR YEAR Program Information by SENIOR YEAR Associate Contractors."
- REF ITEM 13: Security classification guidance is set forth in the Senior Year Program Security Classification Guide (S) dated 3 Mar 99 and Letter Change 1, 31 Oct 01 (U). (Provided under separate cover.)

SOLICITATION #: F09603-03-R-00101 CONTRACT EXPIRATION DATE: 2007 09 30

- REF ITEM 13: Security classification guidance is set forth in the Rapid Deployment Electro-Optical System (RADEOS) Program Security Document, 13 Jul 01, Version 3.0. (Provided under separate cover.)
- REF ITEM 13: Prior to contractor personnel accessing classified government networks (i.e., SIPRNET), they must provide a signed AFMC Form 210 (see Appendix 1) and a letter requesting access (see Appendix 2) to the government facility security office where access is to be granted along with a copy of the contract DD Form 254. A copy of the request letter and AFMC Form 210 must be sent to WR-ALC/LRCO (Security Office), 750 Third Street, Robins AFB GA 31098-2122.
- REF ITEM 13. Access to SIPRNET is not required at contractor facility. These are advisory and assistant services (A&AS) contractors who require access only at government facilities at Robins AFB GA and Wright-Patterson AFB OH in support of the Senior Year Program.
- **REF ITEM 14**:

SCI Contract Monitor: Special Security Office:

WR-ALC/LR_(**Bonnie Jones**)
WR-ALC/LNN
703 3rd Street
Robins AFB GA 31098-2122
(478) 926-8319
WR-ALC/LNN
265 Perry Street
Robins AFB GA 31098-2122
(478) 926-1364

- REF ITEM 14: Provide the information requested by the Notification of Government Security Activity Clause, AFFARS 5352.204-9000, and Visitor Group Security Agreements Clause, AFFARS 5352.204-9001, to the servicing security activity (SSA) address where the work will be performed. Refer to the contract document for these clauses.
- REF ITEM 14: Contractor will require daily oral and visual access only to Intelligence Information. Contractor will require access to SCI material at other locations. A SCI facility (SCIF) is not required at the contractor's facility. The contractor requires access to classified source data up to and including TOP SECRET SCI in support of this work effort.
- REF ITEM 15: "Industrial security reviews for long-term visitor groups will be conducted by the SSA while operating on the Air Force installation. The contractor will comply with the Visitor Group Security Agreement provided by the USAF program/project manager at the performance location."

RELEASE OF SENSITIVE COMPARTMENTED INFORMATION (SCI) INTELLIGENCE INFORMATION (PRODUCTS) TO U.S. CONTRACTORS

SOLITICATION: F09604-03-R-00101

- 1. <u>AUTHORITY</u>. WR-ALC/LNN is the Senior Intelligence Office for all contracts issued by WR-ALC, Robins AFB GA, requiring access to intelligence information. The Senior Intelligence Officer (SIO) (WR-ALC/LNN) is authorized to approve the release of intelligence information to US contractors. No Government official shall authorize contractor use of intelligence materials or release to subcontractors without express authority from the SIO (WR-ALC/LNN).
- 2. <u>RELEASE PROCEDURES</u>. The contractor will provide to the Contract Monitor (CM) a detailed listing of intelligence data released to the contractor to support this contract. The CM reviews the SCI product for contract applicability and determines that the product is required by the contractor to complete contractual obligations. The CM then works with the local Intelligence Office to determine the intelligence data the contractor needs to perform his/her contractual responsibility. The local Intelligence Office then provides the intelligence data to the CM for release to the contractor. Both the contractor and CM are responsible for maintaining a record of all intelligence data released under each specific contract.
- 3. <u>CLASSIFICATION GUIDANCE</u>. Inquiries pertaining to classification guidance on SCI will be directed through the Contractor Special Security Officer (CSSO) to the responsible CM as indicated on the DD Form 254.
- 4. <u>DATA DISPOSITION</u>. The contractor will provide to the CM, within 30 days after completion of the contract, a complete list of all SCI material furnished to, or generated by, the contractor during the contract period.
- 5. <u>ACCOUNTABILITY</u>. All intelligence material released to the contractor remains the property of the US Government and may be withdrawn at any time. The contractor must maintain accountability for all classified intelligence released in his/her custody.
- 6. <u>RELEASE PROCEDURES</u>. SCI will not be released to contractor employees without specific release approval of the originator of the material as outlined in governing directives; based on prior approval and certification of "need-to-know" by the designated contractor. The procedures for release of intelligence to a contractor must be submitted through the contracting officer who, in turn, will process the request through the CM and finally to WR-ALC/LNN for approval. Procedures are as follows:
- a. Contractor must prepare an AFMC Form 210 requesting the release of specific intelligence information. This request will be accompanied with a letter explaining the requirement and copies of the DD Form 254 and Statement of Work.
 - b. Submit to the Intelligence Office (WR-ALC/LNN) for approval to release.
- c. The local SIO does not have authority to release all intelligence information. In some cases, the SIO must request approval for release from the originator. Upon receipt of approval to release, the SIO will release requested information to the CM.
- d. Contractor, CM and the SIO will keep a strict accounting of all release of intelligence. SCI will not be reproduced unless specifically authorized by the originator. No destruction of intelligence

materials is authorized without advance approval from the SIO through the CM, except for working papers and derivative material produced in the publication process. Working papers and derivative material produced in the publication process do not need destruction approval. The CM must ensure that each employee having access to intelligence material is fully aware of the special security requirements for this material and maintains records in a manner that permits the contractor to furnish on demand the names of individuals who have had access to the material in their custody.

SOLITICATION: **F09604-03-R-00101**

e. Contractors may store intelligence data approved for release on computers within their SCI facility and retain this information until termination or completion of the contract. If there is a requirement for the contractor to maintain the classified information beyond the contract, the COR/CM must provide written approval for a two-year retention. If retention is required beyond the two-year period, the contractor must again request and receive written retention authority from the COR/CM. Contractor responsibilities include maintaining control of all intelligence information in accordance with DoD 5220.22-M and DD Form 254 requirements.

7. <u>DERIVATIVE CLASSIFICATION AND DISSEMINATION OF DERIVATIVE CLASSIFIED INTELLIGENCE</u>:

- a. Derivative Classifications. Derivative intelligence information is intelligence that has been extracted out of an intelligence document and incorporated into a briefing, information report, working papers, products to be delivered to the government in some form, or used in performance of the contract for the program office. The resultant product requires the overall highest classification of information be placed on the product.
- b. Dissemination. Dissemination of derivative intelligence information will be for Contracting Officer's Representative/Contract Monitor (COR/CM) and contract use only. Derivative intelligence information will not be transferred from one contract to another with COR/CM approval. Access will be restricted to only those individuals who possess the necessary security clearance and are actually providing services under the contract. Further dissemination to other contractors, subcontractors, consultants, and private individuals or organizations is prohibited and a prosecutable offense.
- 8. CONTRACTOR ACCESS TO INTELLIGENCE DATABASES. The Contract Monitor will determine the contractor's need for access to intelligence databases. Access should be limited to those authorized individuals integrated into US Government/military organizations using intelligence databases. US Government Information System Security Officers (ISSOs) are responsible for verifying an individual's need to know and for ensuring stringent control is exercised. All intelligence released must be under the US Government representative's control and supervision. The US Government representative must access each document prior to contractor review to confirm the classification of each document. Each document must be entered into a log provided by the SIO for this purpose. All information released to the contractor must be released to fulfill or be in accordance with contractual obligations and DD Form 254 requirements. Any information obtained via electronic means will be reported and controlled in accordance with above procedures established by the US Government representative. The US Government representative logs on and off the computer, ensures contractor personnel do not have unsupervised access and that no passwords are issued.

ACCESS TO SENIOR YEAR PROGRAM INFORMATION BY SENIOR YEAR ASSOCIATE CONTRACTORS

(NISPOM) policies/procedures apply relative to access, transmission, and visit authorization letters (VALs). This attachment authorizes VALs to following SY Program associate contractors. Classified and unclassified information may be disclosed to individuals engaged in providing services and support relative to contracts awarded by WR-ALC/LR for the SY Program. National Industrial Security Program Operating Manual The government contracting activity (WR-ALC/LR) has validated need-to-know for access to Senior Year (SY) Program information to the be passed directly to the facility being visited. Following are considered SY associate contractors: Any corrections to this listing should be reported to the OPR, WR-ALC/LRCO, 750 3rd Street, Robins AFB GA 31098-2122, FAX (478) 926-9763, Comm (478) 926-8216.

Senior Year Associate Contractors

Company	Cage Code	Address	City	State	Zin
Advent Systems Incorporated	0JG41	607-A Russell Parkway	Warner Robins	GA	31088
Advent Systems Incorporated	7R890	355 Ravendale Dr	Mountain View	CA	94043-5291
Ampex, Redwood City CA	89Nd0	P.O. Box 5574	Redwood City	CA	94603
Autometric Incorporated	2R708	7700 Boston Blvd.	Springfield	VA	22153
BAE Systems Info & Electron Sys Integration, Inc	94117	P.O. Box 2057	Nashua	HZ	03061-2057
Goodrich Space & Electro-Optical Div	1D568	5225 Hellyer Avenue, Suite 110	San Jose	CA	95138-1001
Goodrich Corporation, Optical & Space Systems	05WL4	4 Hartwell Place	Lexington	MA	02421-3122
The Boeing Company	94756	P.O. Box 3105	Anaheim	CA	97803_3105
Carleton Technologies, Inc.	04577	10 Cobham Drive	Orchard Park	NY N	14127-4195
Continental Electronics	52151	4212 S. Buckner Boulevard	Dallas	TX	75227-0879
David Clark Company, Inc	71483	P.O. Box 2441	Worcester	MA	01613-2441
Eastman Kodak Company	19139	P.O. Box 17557	Rochester	ΝΥ	14617-7557

Company	Cage Code	Address	City	State	Zin
General Electric Co, GE Aircraft Engines	07482	P.O. Box 62387	Cincinnati	НО	45262-0387
General Dynamics Advanced Information Systems	07397	PO Box 7188	Mountain View	CA	94039
Houston Fearless 76 Inc.	34895	203 West Artesia Blvd	Compton	CA	90220-5550
Houston Fearless 76 Inc., Beale AFB	N/A	P.O. Box 390	Marysville	CA	95901
L-3 Communications Comm Sys-West	06401	P.O. Box 16225	Salt Lake City	UT	84116-2998
Litton Guidance and Control Systems A Sub of Northrop G	\$D172	2211 West North Temple	Salt Lake City	UT	84116-2993
Litton Guidance and Control Systems A Sub of Northrop G	06481	5500 Canoga Avenue	Woodland Hills	CA	91367-6698
Lockheed Martin Corp, Space Sys Comp Astronautics Oper	04236	P.O. Box 179	Denver	00	80201-0179
Lockheed Martin Management & Data Systems (M&DS)	11530	P.O. Box 49041	San Jose	CA	95161-9041
Lockheed Martin M&DS/ Reconnaissance Systems	96966	PO Box 85	Litchfield Park	AZ	85340-0085
Lockheed Martin Aeronautics Co- Palmdale	0L1E5	1011 Lockheed Way	Palmdale	CA	93599-5510
Lockheed Martin (Beale AFB)	N/A	P.O. Box 9100	Beale AFB	CA	95903
LM Naval Electronic & Surveillance/Surface Sys	02769	P.O. Box 1027	Moorestown	Z	08057-0927
Northrop Grumman Corporation	15055	PO Box 1521	Baltimore	MD	21203-1521
Raytheon Company DBA	04071	7700 Arlington Blvd.	Falls Church	VA	22042-2900
Raytheon Company	084T3	P.O. Box 660246 M/S 17	Dallas	TX	75266-0246
Raytheon Company	4U884	P.O Box 902	El Segundo	CA	90245-0902
Raytheon Company, Communications Systems	37695	1010 Production Road	Fort Wayne	Z	46898-4106

Company	Cage Code	Address			7.2
L-3 Communications Integrated Systems LP	05395	P.O. Box 6056 CBN: 48	Greenville	TX	75403-6056
Riverside Research Institute	2A454	156 William St 9th St	New York	λX	10038-2609
Riverside Research Institute	2P643	70 Westview Street	Lexington	MA	02173
Rockwell Collins, Inc.	95105	P.O. Box 833807	Richardson	X	75083-3807
Scientific Research Corp	OD5A6	P.O. Box 671655	Marietta	GA	30006-0058
SEMCOR Division	4M919	815 E. Gate Drive	Mount Laurel	Ž	08054-1240
(Prior Titan Sys Corp)				2	1
SYPRIS Data Systems Inc	14028	605 E Huntington Dr	CA	CA	91016
TCI International, Inc	30103	47300 Kato Road	Fremont	CA	94538
TASC Inc.	0ANS7	2701 Phoenix Road, Suite 300	Annapolis Junction	MD	20701
The Corp of Mercer Univ, Mercer Engineering Research Ctr	OAC45	135 Osigian Boulevard	Warner Robins	GA	31099-7810
TRW Inc, Space & Electronics Grop, Avionic Sys Div (ASD)	65409	One Rancho Carmel, RC4/0033	San Diego	CA	92128-9000
Veridian Systems Division Inc	1U2D5	1400 Key Blvd Suite 100	Arlington	VA	22209

SAMPLE LETTER



DEPARTMENT OF THE AIR FORCE

WARNER ROBINS AIR LOGISTICS CENTER (AFMC) ROBINS AIR FORCE BASE GEORGIA

MEMORANDUM FOR WR-ALC/LNN (Senior Intelligence Officer)

FROM: WR-ALC/LR

SUBJECT: Request for Access to Intelligence Data (INTELINK-S) via SIPRNET

1. Request access authorization to SIPRNET for Carol L. Raschke, SSN, XXX-XX-XXXX, who is an employee of Adventures Inc, and working in WR-ALC/LR, Bldg 350. Ms. Raschke requires access to perform systems engineering support and services outlined in the contract statement of work (SOW). Information required is documented on AFMC Form 210 (Atch 1).

2. Pertinent information is:

Adventures Inc 1234 Lakey Drive Warner Robins GA 31088 Contract F09604-02-C-0000 Effective Date: 20020201 Expiration Date: 20070201

Office Symbol: WR-ALC/LRCC

Phone: 478-926-XXXX

- 3. For further information, please call Mr. Mike Harnage, 478-926-XXXX.
- 4. The information contained in the memorandum is covered by the Privacy Act of 1974.

Contract Monitor

2 Attachments

1. AFMC Form 210, 6 Nov 01

2. DD Form 254

FOR OFFICIAL USE ONLY

SAMPLE LETTER

SAMPLE CLASSIFICATION:

IIVIELLI	GENCE INFORMATION REQUEST	DATE 20020201
ORGANIZATION/OFFICE SYMBOL	REQUESTOR'S INFORMATION	ON
	CONTRACT MONITOR/REPRESENTATIVE	E PHONE
WR-ALC/LR	Scott Mangrum	478-926-8219
CONTRACTOR Adventures Inc 1234 Lakey Drive Warner Robins GA 31088		470-920-8219
CONTRACT NUMBER	CONTRACT	EXPIRATION DATE
F09604-01-C-(EXPIRATION DATE
SUB-CONTRACTOR (If Needed)	<u> </u>	20070201
ADDITIONAL CONTRACT NUMBER (If Needed)		
	JUSTIFICATION	
1. The following contractor represent	ativo is a server in	
contractor represent	auve is approved access to those Interlin	nk-S/SIPRNET sites that provide intelligence
relative to the intelligence categories in	dentified on the back of this form Give	e location of access (i.e., access is within
WR-ALC/LR, Bldg 350, under this co	Option ()	becaution of access (i.e., access is within
Carol Raschke, Adventures Inc (Typ	e in the Name of the contractor repre	Sentativa
2. The contractor representative was:	notmored as 1. //	Sentative)
	nstructed on his/her access limits and ur	nderstands that exploratory searchers
are not authorized.		
. Contract representative was instruct	ted on his/ham	
La constant was mistruct	ted on his/her responsibility for the hand	dling and protection of
lassified Information IAW AFI 14-303	3, AFMC Sup 1, AFI 31-401, and DoD	5200.1-R; specifically, that the SIPRNET
account will be used in support of offi-	Cial courses	2200.1-K, specifically, that the SIPRNET
Control of Office	cial government projects and not for imp	proper or fraudulent use.
Carol L. Raschke certifies that he/sh	ne: (Type in Name of the contractor	PADPacanto il
a. Will not willfully compromise the	Aggerial actor	robrescutative)
compromise the	account password and passwords will t	be changed IAW AF policy
b 33/717 /	C/LRCC when the account is no longer	need or constitution
b. Will immediately notify WR-ALC	To tought I	need or account information needs revising.
b. Will immediately notify WR-ALC	1/I D 6	
c. Will immediately notify WR-ALC	LR Security Office and LRCC if the ac	ccount password is compromised
c. Will immediately notify WR-ALC	LR Security Office and LRCC if the ac	ccount password is compromised.
c. Will immediately notify WR-ALC d. Will be responsible for safeguardi PE OF REQUEST	ng classified contents of account and ph (Select One) INTELLIGENCE	ysical configuration of the
c. Will immediately notify WR-ALC d. Will be responsible for safeguardi PE OF REQUEST PHYSICAL DESTRUCTION THANSFER	ng classified contents of account and ph (Select One) INTELLIGENCE D L X OTHER HELD Intelink-S. email/SIPRNET ATTA	ysical configuration of the network. DATA IS D BY PROGRAM OFFICE TO BE FURNISHED BY THE UNIT IN
c. Will immediately notify WR-ALC d. Will be responsible for safeguardi PE OF REQUEST PHYSICAL DESTRUCTION TRANSFER	ITLR Security Office and LRCC if the action of account and phase of account account account account and account acco	ysical configuration of the network. DATA IS D BY PROGRAM OFFICE TO BE FURNISHED BY THE UNIT IN JSE ONLY
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SAMPLE CLASSIFICATION:

SHORT TITLE	CLASSIFICATION	DATE	SUBJECT OR COMMENTS	NUMBER (
Email	UP TO SECRET		(DESCRIBE MATERIAL TO BE	COPIES
ESC web site (give URLs)	UP TO SECRET		ACCESSED)	
				
	-	*		+
				
	ADDITION			
Requires access to support quant	ADDITIONAL JUS	STIFICATION OR	COMMENTS	
1 zocess to support system	s engineering support and	services for Ser	nior Year Program local area network.	
			rocal area network.	
Carol I Raschka (Annual				
Carol L. Raschke (type in contr	actor representative) of	Adventures Inc,	will under no circumstances	
VIA BITRIVET (2	26) for other than govern	ment purposes o	r make this i.e.	
vailable to any other contractor/ve	ndor, or third party		make this information	
ONTRACTOR REPRESENTATI	VP CICNAMY			
			DATE	
	/ XXX-XX-XXXX			
2 Directorate contract manager	will sign below)			
				.
	UNIT	V COMMENTS		
		- COMMENTS		
GRAM MANAGER CERTIFICA	TION:			
		DA	TE:	
FORM 210, 19940801 (Reverse)		ICATION:		